

# **PUBLIC SAFETY COMMUNICATIONS ADVISORY COMMISSION OPERATING PRINCIPLES DOCUMENT**

**Prepared by the Public Safety Interoperable Communications Office**  
DRAFT dated JULY 7, 2010

## **Disclaimer**

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## **Definition**

Throughout this document, as defined in the Statewide Communications Interoperability Plan (SCIP), "public safety and service agencies/organizations" will be used to refer to police, fire, and Emergency Medical Service (EMS) agencies, as well as other municipal, county, state, tribal, and federal agencies performing public safety or public service activities. Arizona may also determine that select non-governmental organizations (NGOs) performing public safety and/or service activities are incorporated into this definition on an as needed basis.

## **Authority**

The authority of the Public Safety Communications Advisory Commission (PSCC or Commission) is established in Arizona Revised Statute (ARS) Section 41-3541 as follows:

"41-3541. Arizona public safety communications advisory commission; membership; appointment; terms; meetings:

- A. An Arizona public safety communications advisory commission is established in the agency consisting of the director or the director's designee and fourteen other advisory members who are appointed by the governor pursuant to section 38 Section 211."

Management of the Commission was placed in Government Information Technology Agency (GITA) as stated in ARS Section 41-3501 (**Definitions**):

"In this chapter...:

1. 'Agency' means the government information technology agency....
4. 'Director' means the director of the agency."

Governor appointments are described in ARS 38-211 (Appendix B).

## **Purpose and Functions**

ARS Section 41-3542 states the Commission's purpose and functions as follows:

41-3542. Advisory commission; powers and duties; report

A. The Arizona public safety communications advisory commission shall make recommendations to the agency regarding the development and maintenance of work plans to outline areas of work to be performed and appropriate schedules for at least the following:

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1. The development of a standard based system that provides interoperability of public safety agencies' communications statewide.
2. The promotion of the development and use of standard based systems.
3. The identification of priorities and essential tasks determined by the advisory commission.
4. The development of a timeline for project activities.
5. Completion of a survey of existing and planned efforts statewide and benchmark against similar efforts nationally.
6. Providing support for the state interoperability executive committee.
7. Establishing committees and work groups as necessary."

Subsection 6 of Section A of 41-3542 states that PSCC shall provide support for the State Interoperability Executive Committee or SIEC. The SIEC and its roles are described in Appendix A.

### **Strategic Initiatives**

The key strategic Initiatives and related objectives for advancing interoperability are as set forth in the SCIP, updated annually and posted at <http://www.azgita.gov/psic/initiatives/default.htm>. The following items are outlined for each of the Strategic Initiatives within the SCIP:

- Initiative Description
- Priority
- Term/Timeframe
- Lead/Owner
- Primary Participants
- Gap Statement
- Action Plan
- Objectives
- Performance Measures
- Critical Success Factors/ Risks
- Funding

The SCIP Strategic Initiatives are mapped to statutory purposes and functions and are also posted at <http://www.azgita.gov/psic/initiatives/default.htm>. The purpose and authorities of the Commission are impacted by the budget allocated to the above activities. For a summary of the budget, please see the most recent Joint Legislative Budget Committee (JLBC) report posted on the Public Safety Interoperable Communications Office (PSIC) website at <http://www.azgita.gov/psic/library/reports/default.htm>. In addition the PSIC seeks grant funding to enable it to advance these initiatives.

### **Membership**

The membership of the Commission is as set forth in ARS 41-3541 (Arizona public safety communications advisory commission; membership; appointment; terms; meetings):

- A. An Arizona public safety communications advisory commission is established in the agency consisting of the director or the director's designee and fourteen other advisory members who are appointed by the governor pursuant to section 38 Section 211.
- B. The governor shall make the appointments so that the existing five emergency response regions in this state are as equally represented on the advisory commission as possible.
- C. Members shall serve three year terms."

ARS 38-211 (see Appendix B) states Commissioners shall continue their term longer than 3 years until a replacement is confirmed by the Senate.

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### **Appointments**

ARS 41-3541 states that “fourteen other advisory members who are appointed by the governor pursuant to ARS 38-211.”

ARS 38-211 describes how nominations are made by the governor and that consent of the legislature is required for each nominee. (See Appendix B.)

### **Meetings and Quorums**

ARS 41-3541, subsection D provides for frequent Commission meetings as follows:

“D. The Arizona public safety communications advisory commission shall meet quarterly or on call of the director who shall serve as chairman.”

A meeting is defined as: “[38-431. Definitions ...](#) 4. “Meeting” means the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action...”.

A quorum means a majority of the entire membership of the body. If there are vacancies on the Commission that fact is not considered in determining a quorum.

Meeting notices are handled in accordance with 38-431.02. (See Appendix B).

#### [“38-431.01. Meetings shall be open to the public](#)

A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting...”.

Commissioners should avoid communicating with one another by e-mail or phone (other than through participation in committees or workgroups) on matters related to Commission business, to avoid any potential conflicts with public meeting requirements.

### **Executive Sessions**

The PSCC upon a majority vote of a quorum of the members, may hold an executive session on any listed agenda items pursuant to ARS Section 38-431.03 (A) (2), (3) and (4). If authorized by a majority vote, the executive session will be held immediately after the vote and will not be open to the public.

### **Agendas**

The PSCC agenda is developed by the PSCC Chairman and the PSIC Office. Parties interested in suggesting agenda items for PSCC meetings should contact the PSIC Office at (602) 364-4498 or [pscc@azgita.gov](mailto:pscc@azgita.gov).

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Agendas may include the following types of items:

- Approval of past meeting minutes
- Regional communication system updates
- Key state agency system updates
- PSIC multiple project updates
- SIEC updates
- Items for approval (i.e., SCIP, PSCC Annual Report to Governor/Legislature, Arizona Interagency Radio System (AIRS) Standard Operating Procedure (SOP))
- Items for PSCC advice (i.e., PSIC Annual Plan, Annual SCIP Implementation Report)
- PSCC committee or workgroup updates
- Call to the public

Any agenda item on which the Commission may be asked to take action will be specified as an action item on the agenda.

### **Protocols; Calls to the Public**

PSCC meetings are formally called to order by the Chairman. The Chairman manages the meeting in accordance with the meeting agenda.

The Chairman, in its discretion, may ask members of the public safety and service agencies / organizations in attendance to provide input on or comment regarding an agenda item. A Commissioner, in its discretion, may suggest that a member of the public safety and service agencies / organizations in attendance, who has knowledge about an agenda item under discussion, could provide valuable input to the Commission. All such input may be regulated by the chairman, in terms of duration and number, to assure that the meeting stays within agenda parameters.

If neither the Chairman nor a Commissioner call for input on a particular agenda item, then an attendee can provide input during the 'Call to the Public' segment of the meeting. At public meetings, calls to the public are handled in accordance with 38-431.01. Comment cards will be available at each meeting to facilitate stakeholder input during the Call to the Public segment of the meeting. In accordance with ARS 38-431.01.H Commissioners may respond to criticism made during the Call to of the Public, may ask staff to review a matter, may refer a matter to a workgroup or committee or may ask that a matter be placed on a future meeting agenda. However, Commissioners may not take legal action on matters not properly noticed for such action.

### **Committees and Workgroups**

In accordance with ARS Section 41-3542, subsection A-7, the PSCC has the authority to establish committees or workgroups on matters under consideration by the PSCC.

Committees or workgroups can be standing groups or ad-hoc groups formed or disbanded as needed by the PSCC or the Chairman. Committees and workgroups will be staffed by the PSIC.

Each committee or workgroup shall have a stated purpose and shall confine its activities to that purpose.

Committee meetings are conducted as public meetings. Workgroup meetings are not conducted as public meetings.

Committee and workgroups shall report on their activities and provide related advice at PSCC (open, public) meetings. The advice of these groups will be advisory only.

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Interested members of public safety and service agencies/organizations that PSCC serves shall be eligible to serve on PSCC workgroups or committees. Workgroups or committees may have additional criteria for participation established by the PSCC to enable efficient accomplishment of their purposes, including the inclusion of subject matter experts or consultants.

### **Expenses**

Commissioners can be reimbursed for expenses in accordance with subsection E of 41-3541:

‘E. Commission members are eligible for reimbursement of expenses pursuant to title 38, chapter 4, article 2.’ (see 38-621) (Appendix B).

Commissioners who wish to be reimbursed should contact the PSIC Office of GITA.

### **Conflicts of Interest**

Commissioners must disclose any conflicts of interest in accordance with 38-503.

#### **38-503. Conflict of interest; exemptions; employment prohibition**

B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision

### **PSIC Actions**

Enumerated duties of PSIC Office of GITA are set forth in subsection B of ARS 41-3542 (Advisory commission; powers and duties; report):

“B. The agency may:

1. Employ personnel as required with available monies.
2. Enter into contracts to assess, design, construct and use public safety communications systems.
3. Accept grants, fees and other monies for use by the agency and the advisory commission.
4. Enter into agreements to carry out the purposes of this article.
5. Request cooperation from any state agency for the purposes of this article.”

The current activities and plans of the PSIC Office are outlined in its annual PSIC Office Plan at <http://azgita.gov/psic/initiatives/>. PSIC’s activities are divided into 5 key areas:

- 1) Arizona’s Interoperability Representative
- 2) Planning & Consulting
- 3) Funding & Reporting
- 4) Logistics & Operations
- 5) Stakeholder Engagement & Interactions

### **Consultation with Arizona Department of Public Safety (DPS)**

GITA is required to consult with DPS as follows:

“41-3542. Advisory commission; powers and duties; report

C. The department of public safety shall consult with the director of the government information technology agency or the director’s designee on an ongoing basis.”

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### **Reporting**

GITA and PSCC are required to submit reports as follows:

“41-3542. Advisory commission; powers and duties; report

C. ... The Director of the Government Information Technology Agency shall submit a quarterly report to the joint legislative budget committee for review regarding expenditures and progress of the commission, including a review of staff operations and preparation of requests for proposals for system detail and concept work.

D. The commission shall annually submit a report of its activities and recommendations to the governor, the speaker of the house of representatives and the president of the senate on or before December 1 and shall provide a copy of the report to the secretary of state and the director of the Arizona state library, archives and public records.”

### **Glossary**

Agency	Government Information Technology Agency, State of Arizona
AIRS	Arizona Interagency Radio System
ARS	Arizona Revised Statute
Chairman	GITA Director or his/her designee
Commission	Public Safety Communications Advisory Commission
Commissioner	Member of the PSCC
Director	GITA Director
DPS	Department of Public Safety, State of Arizona
EMS	Emergency Medical Service
GITA	Government Information Technology Agency, State of Arizona
JLBC	Joint Legislative Budget Committee
NGO	Non-Governmental Organization
PSCC	Public Safety Communications Advisory Commission
PSIC	Public Safety Interoperable Communications Office
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperable Executive Committee